

Columbus Parks and Recreation Department

Position Description

Position Title: Laborer – Maintenance & Grounds (Cleaning Crew)
Application Deadline: February 1, 2019
Status: Full Time Hourly Non-Exempt
2019 Salary Range: \$15.46 - \$19.32
Department: Parks and Recreation
Reports to: Team Leader – Cleaning Crew
Supervises: 0 full time employees

Summary of Functional Responsibilities:

- Daily cleaning and maintenance of all park restrooms and shelters as well as litter pickup of all park properties.

Specific Duties of the Position:

- The quality appearance and function of all outside park facilities on a seven-day-per-week basis.
- The daily opening of all gates, as well as the Mill Race Park tower. Weekly cleaning of the amphitheater.
- Work together as a team with Cleaning Team Leader and part-time seasonal employees.
- Assist in training of seasonal employees in all procedures related to the performance of duties, including but not limited to safety, materials handling, and related policies. Training includes operation of power washer and blower, raking playgrounds, and trash pickup.
- Maintain inventory of supplies and equipment.
- Maintain all equipment in excellent condition and see that all materials are used effectively and without waste.
- Available for all shifts, including weekends, holidays, and special events as needed.
- Give support to other Team Leaders.
- Provide the highest quality customer service.
- Represent the Parks and Recreation Department in a professional and friendly manner.
- Perform all other duties deemed necessary by Parks and Recreation Department management to accomplish the job.

Education and Experience:

- High school education or equivalent.
- General maintenance and/or custodial experience.
- Ability to back a trailer safely in tight spaces and to operate all trucks and maintenance equipment.
- Good communication skills required.
- Must have a valid Indiana driver's license.

Judgment:

- Work is of ordinary difficulty and complexity and is performed under minimum supervision.

Supervisory Responsibility:

- Ability and willingness to help train and supervise seasonal employees.

Relationships Responsibility:

- Must work well with customers, both internal and external.

Working Conditions:

- Exposure to all types of weather conditions.